



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:  
DepO 5750.4A  
G-3

16 OCT 2019

DEPOT ORDER 5750.4A

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE COMMAND MUSEUM (SHORT TITLE, SOP FOR COMMAND MUSEUM)

Ref: (a) MCO P5750.1H  
(b) SECNAVINST 4001.2J  
(c) MCO 5530.14A  
(d) Integrated Cultural Resources Management Plan (ICRMP), Marine Corps Recruit Depot, Parris Island  
(e) DoD 4160.21-M  
(f) MCO P5800.16A

Encl: (1) SOP for Command Museum

1. Situation. This revision sets forth policies and procedures governing the administration and functioning of the Command Museum in accordance with references (a) and (b).

2. Cancellation. DepO 5750.4.

3. Mission. The history of Marines on Marine Corps Recruit Depot, Parris Island (MCRD PI) dates back to 1891 when a detachment of Marines arrived at the Port Royal Navy Yard. Since then, the Marines have been an integral part of the Beaufort/Port Royal area. Marines from MCRD PI have helped shape the course of history in the far corners of the world. The MCRD PI Command Museum serves to perpetuate this local and global legacy, while functioning as a vehicle for training and as a bridge to the community.

4. Execution. The museum will operate in accordance with references (a) through (f) and the enclosure.

5. Administration and Logistics. Submit all recommendations for this Order to the Assistant Chief of Staff, G-3 via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to all MCRD PI personnel.

b. Signal. This Order is effective the date signed.

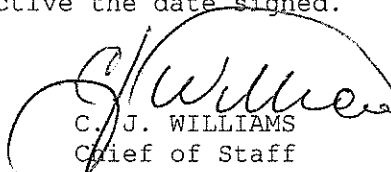
  
C. J. WILLIAMS  
Chief of Staff

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	MISSION AND ORGANIZATION.....	1-1
1.	Mission.....	1-1
2.	Organization.....	1-1
3.	Museum Operation.....	1-2
4.	Collections.....	1-3
Chapter 2	COLLECTION POLICY.....	2-1
1.	General.....	2-1
2.	Acquisitions.....	2-1
3.	Accessioning.....	2-2
4.	Deaccessioning.....	2-2
5.	Storage Care and Conservation.....	2-2
6.	Artifact Loan Policy.....	2-3
Chapter 3	CULTURAL RESOURCES.....	3-1
1.	General.....	3-1
2.	Responsibilities.....	3-1
Appendix A	HISTORIC UNIFORM COLLECTION.....	A-1

## Chapter 1

### Mission And Organization

1. Mission. The Command Museum supports the Commanding General (CG) in the execution of the Depot's mission to recruit and train Marines. This facility portrays Marine Corps history, the history of Parris Island and related cultures, the development of the MCRD PI and units assigned, past and present, and local military history as it relates to the regional history of Port Royal and Beaufort, South Carolina. Additionally, it functions as the fulcrum for the presentation of the Marine Corps history to recruits. It also serves the Depot in the preservation and interpretation of federally recognized historic sites on MCRD PI and provides liaison between the Depot and all Federal, State, local and designated American Indian officials on all issues relating to cultural affairs. The museum collects, preserves, and holds in trust for research objects, memorabilia, art, personal papers, printed works, and archaeological artifacts. This facilitates the education and enrichment of recruits, Marines, their families, and the general public.

### 2. Organization

a. Assistant Chief of Staff, G-3 (AC/S G-3). All museum activities/operations are under the staff cognizance of the AC/S G-3.

b. Director, Command Museum. Reports to the AC/S G-3 for museum operations. Responsibilities include the collection, preservation, research, exhibition, and identification of artifacts. Additionally, the Director will establish liaison with other agencies, government and civilian, foreign and domestic, in furtherance of the objectives of both the Marine Corps and MCRD PI historical programs. Collateral responsibilities include:

(1) Make the historical experience of the Marine Corps, training, and MCRDPI available for practical study and exploitation.

(2) Preserve a record of MCRD PI accomplishments by collecting and maintaining printed and written documents and other items of lasting historical and sentimental value to the Marine Corps and MCRD PI.

(3) Collect, record, and exhibit artifacts and papers and other material that relate to the history of MCRD PI local military history and related cultures.

(4) Ensure that facts are presented in clear, reliable, and academically correct form.

(5) Select and preserve historical photographs of particular value to the depot.

(6) Take temporary possession of offers of personal property until acceptance of the donation by the CG as stated in chapter 1, paragraph 4.c. of this Order.

(7) Ensure that proper thank you and title transfer letters and deed of gifts are issued to donors.

(8) Foster esprit de corps by expanding awareness of the traditions of the Marine Corps and MCRD PI.

16 Oct 19

(9) Coordinate efforts to make the best use of artifacts, art, and documents of lasting value to the Marine Corps and MCRD PI.

(10) Serve the Depot in the preservation and interpretation of federally recognized historic sites on MCRD PI and provide liaison between the Depot and all Federal, State, local, and tribal preservation offices on all issues relating to cultural affairs.

(11) Coordinate with the Natural Resources and Environmental Office (NREAO), AC/S G-4, to operate the Depot's cultural resources program for the protection of National Register eligible buildings, historic sites, and archaeological sites.

(12) Direct a staff who qualify for their positions as professionals as outlined within the appropriate Office of Personnel Management (OPM) standards for those series. These should include the minimum stipulated in reference (a): Curator (History) (OPM series 1015), Curator (Archaeologist) (OPM series 1015), Registrar (OPM series 1001), Exhibit Specialist (OPM series 1010), and Educator (OPM series 1072).

(13) Provide museum personnel with staff development opportunities and on-the-job training in all functional areas in order to enhance professional development. Employees will, when possible, take advantage of every opportunity to increase their knowledge and capabilities by continuing their training and education, and sharing this knowledge with other staff members. Museum reference books, periodicals, pamphlets, and other informative material are available in the archives for all staff members. Institutional memberships are maintained to provide training and professional literature to keep the staff apprised of current methods and techniques in museum operations. Professional workshops, annual meetings, and formal instruction are also available and will be scheduled for all employees as yearly training requirements under the cognizance of the Museum Director.

(14) Supplement the museum staff with volunteers and interns in accordance with reference (b) and related policies on the acceptance of voluntary services. Individual volunteers and interns are assigned based upon museum requirements. They can be assigned to work with the museum's collections or archives. They can serve as archival and curatorial assistants, exhibit builders, and in a variety of administrative positions. All volunteers are screened, trained, and monitored by the museum's Docent Coordinator, and are under the cognizance of the Museum Director.

### 3. Museum Operations

a. General. The museum is located in Building 111 and is open to the public. The museum may also utilize storage areas as assigned by the Depot. The museum maintains a collection of documents, photographs, art, oral history, and historic objects related to MCRD PI, recruit training, the United States Marine Corps (USMC) and local military history. Exhibits, artifacts, and accessioned collections will be stored and displayed in controlled climatic conditions. Standing museum operating procedures, including the prohibition of eating and drinking in areas where artifacts are stored and exhibited, will be enforced at all times.

b. Exhibits. Artifacts and labels in permanent exhibits will be rotated as new items become available. Exhibits will be inspected daily by the museum staff. Temporary exhibits will relate to a particular theme and will be changed as appropriate.

16 Oct 19

c. Museum Security. The museum will meet the requirements for arms protection as set forth in reference (c) and appropriate Department of Defense (DOD) and Navy guidelines for historic weapons. During normal operating hours, a staff member will make periodic visual checks of all weapons. At the end of each day, a designated staff member will inspect the museum prior to securing the museum.

4. Collections. The museum has established policies and procedures to maintain the integrity and originality of the accessioned artifacts and care for them in perpetuity. These policies meet the goals and standards stipulated in reference (a) for Command Museums and are detailed in chapter 2 below.

a. Gifts/Artifact and Management Control. Reference (b), and associated gift acceptance guidance, establishes procedures for the acceptance and giving of gifts within the Marine Corps.

b. Gifts of value may be accepted and will be processed consistent with the procedures stated in reference (b) and related references. The CG may accept gifts of personal property offered to the Marine Corps, its organizations, and personnel, of a value established reference (b) and reference (f). This authority may not be delegated.

c. Gifts of cash or specific services and/or items may be accepted and will be processed consistent with the procedures stated in reference (b), related references, and guidelines set by the Low Country Council.

d. The Museum Director takes temporary custody of appropriate gifts to the Marine Corps of personal property having historical significance until accepted by the CG. In the event the value of the gift(s) exceeds established limits for acceptance by the CG, acceptance will be coordinated with the appropriate office within Headquarters Marine Corps or the Department of the Navy.

e. All gifts, regardless of value, will be properly reported and documented.

f. Loaned Artifacts. The museum may acquire artifacts and exhibits from the National Museum of the Marine Corps and other museums on temporary loan or lend artifacts from its collections to museums and other organizations for the purpose of exhibition. Loans from individuals are discouraged unless the item(s) are of particular importance to the theme of a current exhibit. The museum loan policy is detailed in chapter 2, section 5.

g. Collections Policy and Plans. The museum collections policy procedures are documented in chapter 2.

h. Collections Management and Data Reporting. The museum maintains legal records and registration files on its collections that document ownership, transfer, copyright, condition, and location, among other things. From these records, the museum will provide data required for formal audits and investigations associated with the collections including but not limited to Heritage Assets and the Crane Report. The museum maintains automated collections information on software systems. The data for the artifact collection is placed on a database system specified by the Department of the Navy (DON).

i. Technical Oversight and Waiver Authority. The museum is responsible for technical oversight and waiver authority for all purchases by the museum for goods and services that are uniquely museum-related in order to maximize interoperability, standardization, and supportability of exhibits, required

16 Oct 19

programs, and support material. This includes, but is not limited to: exhibit graphics; signage; exhibit fixtures and furniture; exhibit design and production services; multi-media systems and software for museum services; conservation, preservation, and restoration services; supplies; materials; custom matting; framing; mounting; professional scanning; photography; and support artwork.

16 Oct 19

## Chapter 2

Collection Policy

1. General. The museum maintains a varied collection of historical objects. The museum's collections include weapons, uniforms, photographs, manuscripts, paintings, maps, archaeological artifacts, and other historical items for display to the public or use by researchers. The Command Museum will establish exhibits to display pertinent artifacts, art, and other items which dramatize the past, present, and future roles of the Marine Corps to Marines, recruits, their families, and the general public.

2. Acquisitions. The museum will acquire and collect historical artifacts and objects that reflect and are in keeping with, the Command Museum collections plan and MCRD PI mission statement and will not accept conditional donations that inhibit development of a professional study collection. Acquisitions will adhere to the guidelines set forth in the museum collections plan with the goal to actively seek historical objects and artifacts that pertain to MCRD PI training, the general history of the Marine Corps, and the general and military history of the Port Royal, SC region.

a. The museum will not accept restrictive or conditional donations.

b. All donations become the property of the Command Museum as an institution, with the Marine Corps as the legal owner.

c. The museum will not accept athletic trophies, prizes, unit awards or plaques, personal awards or plaques, and other items of transitory interest unless there is a need for such an item.

d. The museum does not have a certified appraiser on staff. Museum personnel are not allowed to provide either written or verbal appraisals. Donors requiring appraisals for income tax purposes must obtain the appraisal from a certified appraiser at their own expense prior to donation.

e. Upon offering a donation to the museum, a donor will be issued a temporary custody receipt. If the donor accepts the conditions stated in the temporary receipt, a permanent receipt will be filled out listing the item(s) donated. The receipt will be signed by both parties with a copy given to the donor. An assigned museum technician will document the condition of the artifacts, conduct research on its provenance, and ensure that it fits the needs of the collection as outlined in the collections plan. These results will be presented to the Museum Registrar who will present them to the Collections Committee for acceptance. Each artifact will be carefully screened for signs of infestation or damage. Objects or artifacts in a condition of deterioration or infestation may not be accepted depending on the extent of the condition. Any artifacts or objects with signs of infestation will be processed using standard decontamination procedures.

f. Upon acceptance by the Collections Committee, information about the item(s) and donor(s) is forwarded by the Museum Director through the AC/S G-3 and the Low Country Council to the CG for final acceptance.

g. Acceptance of an object places responsibility on the museum for the perpetual maintenance and preservation of that object.

3. Accessioning. Upon acceptance into the collection, an accession number will be assigned and entered into the accession log. A letter of acknowledgement

16 Oct 19

will be prepared for the donor along with a deed of gift or other appropriate transfer documents that substantiate legal transfer of ownership to the museum. These documents, along with such support materials as shipping documents and correspondence, will become part of the hard copy accession file. The files will be labeled with the accession number and filed sequentially. Each item will be appropriately tagged or otherwise marked with the accession number. All the pertinent data will be entered into the appropriate database with a hard copy file placed with each record. Each item will be placed in storage using appropriate storage materials and handling procedures, with the exact location entered into the appropriate database and in the object file. The placement of donor labels on any item on exhibit will be determined by the museum staff. Donor information and credit is maintained in the accession log and object files. Donors receive proper acknowledgment and thanks via an acceptance letter and Deed of Gift.

4. Deaccessioning. Artifacts that are added to the museum's collection become the property of the USMC. All items accepted to the collection will be accessioned with the exception of non-historic items accepted for exhibit or display only. All artifacts and items of historic value accepted into the MCRD PI Command Museum collection will not be sold, traded, or given to any agency outside the DOD without being properly dropped from the museum's account. Historical properties in the collection that have been determined to be unsuitable to the museum's mission, or are considered to be in excess to the museum's needs, will be offered to appropriate agencies and disposed of per reference (c).

a. Documentation for all deaccessioned or transferred artifacts or objects will be retained in the museum records and the entry recorded in the accession register.

5. Storage, Care, and Conservation. The museum's facilities place certain limitations on its ability to properly maintain its collections. As much as possible, the limitations will be offset by careful utilization of the museum's facilities. The atmospheric conditions in the buildings minimize excessive moisture in storage and exhibit areas; however, temperature and humidity control will be monitored. Temperature ranges should be constantly maintained between 68-72 degrees Fahrenheit and humidity levels maintained at 55 to 65 percent. Care has been taken to exclude sunlight from galleries and storage areas, and to minimize the rate of change in temperature and humidity. All storage areas are unlighted except when entered. All fluorescent fixtures in storage areas, archives, and exhibits are covered with ultraviolet filters. Storage cabinets and exhibit cases are constructed of archival material and modified to exclude dust, but allow for ventilation. Artifacts are to be monitored for light and temperature damage. Care will be taken to ensure objects or artifacts are transferred and stored correctly at all times.

a. Archives. Photographs, documents, periodicals, books, personal papers, original artwork, and sound recordings are stored in the library, archives, or proper storage areas. Acid-free document-boxes are utilized to store collections of personal papers, photographs, and ephemera. Photographs and negatives are sleeved in acid-free envelopes. Acid-free tissue is used as interleaving to prevent acid or ink migration between individual items. Newspaper and magazine articles are scanned and saved to disk for storage.

b. Weapons Storage. All weapons not displayed in the museum galleries are stored and properly secured on display within the museum storage locker. Access to the locker is controlled. All entry to the storage area and gun lockers is monitored by a key pad connected to Provost Marshall Office (PMO). The firearms collections are stored on racks with steel doors in accordance with reference.



16 Oct 19

c. All post-1898 weapons are certified inoperable with firing pins removed and stored elsewhere.

6. Artifact Loan Policy. The museum may accept incoming objects on loan or lend artifacts from its collections to museums and other organizations for the purpose of exhibition. All loans will be conducted in accordance with the provisions specified in reference (a) using the forms contained therein. Loan files following these provisions will be maintained and controlled by the Museum Curator.

a. Outgoing loans of artifacts from the museum will be provided to other Marine Corps museums, Federal and State museums, or other museums that can meet the requirements of the loan as stated below. Museum artifacts will not be loaned to individuals under any circumstances. Loans may be made of non-artifacts, or non-historic property, for educational or teaching purposes. Outgoing loans will be made for a period of one year or the duration of the exhibit, whichever period is less, and will be periodically inspected by the Museum Curator. To determine if the museum owns an artifact or work of art that will contribute to the borrower's exhibit theme or research project, the borrower should discuss their needs with the Command Museum Director. If objects are available for loan, a prospective borrower must qualify for the loan by providing detailed information about the organization in a facilities report (adopted from the American Association of Museums Standard Facilities Report). From this information, the Command Museum assesses the organization's ability to care for, protect, and display the objects being borrowed. If approved for the loan a formal loan agreement will be prepared. The borrower agrees to cover all costs associated with a loan, which may include shipping, handling, conservation, insurance, matting and framing, and periodic inspections. Borrowers may not initiate any treatment, restoration, or conservation of an object belonging to the museum without prior notification and approval from applicable museum curatorial staff. The borrower will not, in turn, lend any objects borrowed from the museum to a third party. No loans of accessioned artifacts from the Command Museum collections will be given out for purely decorative purposes.

b. Incoming artifacts on loan will only be accepted for the sole purpose of a specific exhibit, limited engagement, or special exhibition only. Artifacts are accepted for a finite length of time as specified in an incoming loan agreement. The museum will not knowingly borrow artifacts that have been illegally or illicitly acquired transferred, imported, or exported.

## Chapter 3

Cultural Resources

1. General. The museum, in coordination with the Depot's Natural and Environmental Office (NREAO), facilitates the preservation and interpretation of federally recognized historic sites on MCRD PI and provides liaison between the Depot and all Federal, State, local, and tribal Indian preservation officials on all issues relating to cultural affairs. The museum also oversees all archaeological work carried out on the Depot and reviews all work that impacts historic sites, structures, and landscapes. The Museum Director serves as the Depot's Cultural Resources Manager (CRM) while the Museum Curator serves as the Depot Archaeologist.

2. Responsibilities. Cultural Resources Staff Responsibilities:

a. Advise the command on cultural resources requirements and other matters so as to meet the intent of applicable Federal and State regulations concerning cultural resources.

b. Establish liaisons with Federal, State, local, and tribal officers concerning the use and treatment of historical, archaeological, architectural sites on the Depot.

c. Direct surveys in order to identify holdings with historical, archaeological, architectural, and cultural significance.

d. Nominate properties as appropriate for inclusion on the National Register of Historic Places.

e. Carry out consultation as required by section 106 of the National Historic Preservation Act of 1966 as amended with the South Carolina State Historic Preservation Office (SCHPO) and Tribal Historic Preservation Offices (THPOs).

f. Advise the G-4, NREAO, and Facilities Engineering and Acquisition Department (FEAD), particularly in matters relating to the location of new construction, planned building renovations and demolitions, proposed changes to vehicular and pedestrian traffic, utility construction, etc., that may impact on the Depot's historic landscape, buildings, and archaeological sites.

g. Foster partnerships with outside entities, including the SCSHPO, the University of South Carolina, and other related research institutions and universities when appropriate.

h. Negotiate MOAs and Programmatic Agreements with outside agencies to protect, preserve, and manage cultural resources.

i. Follow curation guidelines in 36 CFR 79.

j. Serve as part of the Depot's Cultural Resources Committee that oversees renovation of historic buildings, conducts cultural resources surveys, and reviews outside applications for archaeological work on MCRD PI.

k. Oversee and review all archaeological work carried out on the Depot.

l. Oversee curation and storage of archaeological artifacts recovered from the Depot.

16 Oct 19

m. Ensure that all applicable Federal guidelines concerning artifacts and traditional or sacred sites are properly enforced.

Appendix A

Historic Uniform Collection

1. General. The MCRD PI Command Museum maintains and exhibits an historic uniform costume collection that features examples of Marine Corps uniforms from 1775 to 2001. The historic uniform collection is utilized in authorized Depot functions such as the USMC Birthday Pageant to provide a visual recreation of the history of the Marine Corps. Uniforms utilized in the historic uniform collection consist of donations, purchases, and recreations. The "historic costumes" are assembled according to the Marine Corps uniform clothing regulations for the era of issue and a script details the historic record. The majority of the uniforms utilized in the Historic Uniform Collection have been assembled using invaluable donations or purchases. Specialized care and handling is required to extend the life of the uniforms. Utilization must be minimized in order to preserve and maintain the collection for future use.

2. Policy. The Historic Uniform Collection is the property of the Command Museum. Use of the Historic Uniform Collection is controlled by the museum under the cognizance of the AC/S G-3. The historic uniforms are available for authorized Depot functions. The Historic Uniform Collection will not be loaned to or used by any organization outside the MCRD PI. Units that utilize the Historic Uniform Collection will adhere to the general lending policies of the museum and the specific guidelines presented in this chapter.

a. Standard uniform clothing regulations for the proper fit and wear of the uniform and proper grooming standards are required. Units that intend to check out the Historic Uniforms for display in a pageant or parade will report to the Command Museum for proper fit and issuance of uniforms prior to the event. Historic uniforms are fitted according to height and weight. A museum staff member will direct personnel in the proper wearing of the uniform.

b. Prior to check out, an inventory of the uniform and all accessories will be conducted. Condition and discrepancies will be noted with the museum staff member and responsible party coming to an agreement on all items. Individual unit members will be financially responsible for all items issued to them. The uniforms are to be kept in a serviceable condition at all times. All items should remain in the issue uniform clothing bags or on hangers when not being worn. Any damage to the uniform and/or accessories, including missing buttons, broken laces, or stains, should be reported to the museum staff member when the item is returned. Uniforms must be returned on or before the date due. Failure to return all uniform items by the date indicated will result in a formal report to the AC/S G-3.

c. Historic weapons will be issued with the corresponding period uniform on request. A staff noncommissioned officer or higher rank must check out all weapons for use with the period uniforms. All weapons will be checked out of the Museum Armory and an Equipment Custody Record (ECR) card issued to the responsible party. When not in the pageant or being transported off base, all weapons will be stored in a locked and secured area under the supervision of PMO in accordance with DoD Instruction 5100.76M. All modern weapons have been rendered safe and firing pins removed prior to acceptance in the museum collection. Firing pins will not be issued with weapons for uniform pageant purposes. Weapons will not be broken down, tampered with, or rendered operable while checked out.